

**SECRET**

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10 MAR 1967

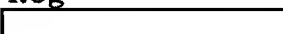
**MEMORANDUM FOR:** Executive Officer of ELINT  
Executive Officer of Research and Development  
Executive Officer of Special Activities  
Executive Officer of Computer Services  
Executive Officer of Scientific Intelligence  
Executive Officer of Special Projects  
Executive Officer of Foreign Missile and  
Space Analysis Center

**SUBJECT :** Headquarters Notice No. 20-169, dated  
2 July 1965, covering Industrial Contracts  
for Personal Services

Executive Officers are requested to bring the subject Headquarters Notice to the attention of all personnel involved in presenting proposed contracts for the approval of higher authority. The Notice specifies that Industrial Contracts which are designed primarily to obtain the personal services of individuals are permitted only under the most unusual circumstances, when the particular services sought cannot be obtained in any other practicable way. The Notice requires that all proposals for the engagement of personal services under Industrial Contracts have the prior approval of the Director of Personnel, the Director of Security and the Office of General Counsel. The purpose of the Notice is to strengthen management and security controls in the employment and use of such persons.

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Executive Officer  
Directorate of  
Science and Technology

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